

## **The Defense Personal Property System (DPS) Process**

***No more long waiting at JPPSO Northwest!!*** Effective immediately, for those military service members and DoD civilian employees that are going to be executing a Permanent Change of Station Move you can expedite the process of your personal property shipment by performing a self counseling via the internet.

Follow the steps below to start the process to ship your personal property:

1. Visit SDDC's link, [www.move.mil](http://www.move.mil).
2. Register and then perform your own self counseling.
  - a. Please allow 2 – 4 days for account creation.
  - b. Please give a minimum of 20 day notice before requested pickup date.
  - c. If less than 20 days are required, please visit JPPSO Northwest (JPPSO NW) in Bldg 2150 (near Waller Hall) or contact us at 253-967-5093 or by email at [usarmy.jblm.usamc.mbx.jppsonw-pppolmm@mail.mil](mailto:usarmy.jblm.usamc.mbx.jppsonw-pppolmm@mail.mil) immediately.
3. Once you complete the self counseling, your shipment file will be sent electronically to JPPSO NW where it will be verified and processed for booking.
4. You must print and sign all documents/forms applicable to your move (e.g., DD Form 1299, DD Form 1797 and Customs Forms) as indicated by DPS. Once you complete the self-counseling, you will then need to print out a copy of the DD Form 1299, The Application for Shipment and/or Storage of Personal Property, a copy of the DD Form 1797, The Personal Property Counseling Checklist and a copy of the front and back of your Orders. You will then submit these three documents to JPPSO NW via Fax at 253-967-9475, or E-Mail at [usarmy.jblm.usamc.mbx.jppsonw-pppolmm@mail.mil](mailto:usarmy.jblm.usamc.mbx.jppsonw-pppolmm@mail.mil) or just drop it off at our Order Drop-Off Box at JPPSO NW building 2150 to complete the process.
5. The Transportation Service Provider (the carrier) will contact you and inform you which one of their local agents will perform the packing.
6. You will be contacted by the local agent to schedule a Pre-Move Survey.

There are few restrictions that each of the military services have placed as to who cannot use this new system. For the U. S. Army, the below listed restrictions apply:

- If this is your first personal property move at the expense of the U. S. Government
- ~~If this is your last personal property move (i.e. Chapters, ETSing and or Retiring.)~~
- If you are storing or moving personal property in conjunction with contingency orders, or in conjunction with a designated location for your dependents to an OCONUS or Non-Foreign OCONUS Locations.
- If you are not the property owner and using a Power of Attorney.
- If you are moving personal property as "Next of Kin" or are a Summary Court Officer.
- If you are placing personal property in Non-Temporary Storage (NTS).
- If you are moving, your personal property in a Local Move either from Off-Post to On-Post or reverse On-Post to Off-Post.
- If you are moving your personal property to a unique destination such as Morocco and or if you are moving a mobile home and or boat.

If you meet any one of the above mentioned situations, then you will need to coordinate with JPPSO NW's Personal Property Processing Office staff to schedule an appointment.